



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT # ANNA 008-11

POSITION : SUPERVISORY RESTAURANT MANAGER NF 1101-03

SALARY:\$12.67 - \$29.95

LOCATION: ANNAPOLIS BLUE JACKET CAFE

OPEN: February 4, 2011

CLOSE: Till filled

AREA OF CONSIDERATION:

(X) Regular Full-Time (35-40 Hours Per Week) () Regular Part-Time (20-34 Hours Per Week)
() Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs>)

To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 47402 Buse Road, Bldg. 467, Suite A, Patuxent River, MD 20670. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please direct inquiries to: 301-342-3653

DUTIES AND RESPONSIBILITIES:

Ensures the economic and efficient operation of the assigned facility. Oversees the day-to-day operations, to include: supervising and directing work, ensuring a safe and pleasurable environment for all patrons, ensuring the cleanliness and good repair of the facility, reporting any damages, mechanical or other breakage or malfunction, and reporting/correction of safety hazards. Ensures that training programs are established that will inform employees of the benefits of their employment and teach them to be thoroughly knowledgeable of their particular duties. Provides adequate supervision to see that those duties are carried out. Ensures equal opportunity employment practices.

Serves as fund custodian of the facility, ensuring the safety and appropriate use of funds, ringing/verifying registers, issuing and checking change funds, preparation and/or oversight of Daily Activity Reports and deposits, and assisting with Procurement requests, internal controls, physical asset and/or resale/food and beverage inventories. Meets suspenses on budget, information request, etc. Maintains established stock levels of merchandise and furniture necessary for the operation of the restaurant. Prepares both non-appropriated and appropriated budgets on an annual basis to be incorporated into the overall Food and Beverage budget. Initiates inventory adjustment or survey requests to reconcile discrepancies.

Ensures the implementation of higher-level directives and regulations. Promotes, schedules, and manages other special events and programs necessary resources for the purchase of supplies, equipment and resale merchandise. Carries out necessary liaison with other staff officials that support restaurant activities, customer participation, marketing, purchase of equipment and accessories, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs.

Performs other related duties as assigned.

QUALIFICATIONS:

Minimum of five years in the food service industry, in positions of increasing responsibility. A minimum

of three years in a documented supervisory or leader position. Education/training in the food service industry may be substituted for some of the experience requirements. Knowledge of military MWR and/or NAF policies and procedures preferred. Must demonstrate ability to deal effectively with subordinates, supervisory and management officials and patrons. Ability to communicate both verbally and in writing. Basic understanding of budgeting and activity level financial management. Ability to operate a personal computer and perform basic word processing and spreadsheet tasks using Microsoft software.

Must be able to successfully complete a National Agency Check or equivalent background screening upon selection. Irregular tours of duty (nights, weekends and holidays) may be required. Designated as ALPHA for inclement weather, and may be required to report when other employees are excused.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.